INTERMEDIATE CARE FACILITIES FOR INDIVIDUALS WITH INTELLECTUAL DISABILITY OR RELATED CONDITIONS (ICF/IID)
2018 Accountability Report Instructions

> NOTE: This worksheet is provided for your own information and should be retained in your files for future reference.
> **Do not return it to Rate Analysis**

For questions about completing this worksheet, contact Joseph Melendez at (512) 707-6087.

OPTIONAL WORKSHEET A

All monetary calculations should be carried out to two decimal places.

PART 1 all participants
Enter all Non-Central Office staff wages from STAIRS Step 6c
    From STAIRS Step 6c Attendant Wages
        Sum columns C + G for Small Residential Attendant Wages. Enter the result in box A.
        Sum columns C + G for Small Day Habilitation Attendant Wages. Enter the result in box B.
        Sum columns C + G for Medium Residential Attendant Wages. Enter the result in box C.
        Sum columns C + G for Medium Day Habilitation Attendant Wages. Enter the result in box D.
        Sum columns C + G for Large Residential Attendant Wages. Enter the result in box E.
        Sum columns C + G for Large Day Habilitation Attendant Wages. Enter the result in box F.

        The Total Non-Central Office Staff Wages prepopulates in Box G from the sum of Boxes A - F.

    From STAIRS Step 7 Enter all Expenses for Attendants
        Enter total FICA and Medicare Payroll Taxes for Attendants in Box H
        Enter total State and federal Unemployment Taxes for Attendants in Box I.
        Enter Total Workers' Compensation Premiums for Attendants in Box J.
        Enter Total Workers' Compensation Paid Claims for Attendants in Box K.

        The Total Taxes and Workers' Compensation for Non-Central Office prepopulates in Box L from the sum of Boxes H - K.

Calculate Total Units of Service
    STAIRS Step 5 ICF/IID Small Units of Service
        Enter total Medicaid units of service for LON 1 in Box M.
        Enter total Medicaid units of service for LON 5 in box N.
        Enter total Medicaid units of service for LON 8 in box O.
        Enter total Medicaid units of Service for LON 6 in box P.
        Enter total Medicaid units of Service for LON 9 in box Q.
        Enter total Non-Medicaid Units of Service in box R.

STAIRS Step 5 ICF/IID Medium Total Medicaid Units of Service
Enter total Medicaid units of service for LON 1 in box S.
Enter total Medicaid units of service for LON 5 in Box T.
Enter total Medicaid units of service for LON 8 in box U.
Enter total Medicaid units of service for LON 6 in box V.
Enter total Medicaid units of Service for LON 9 in box W.
Enter total Non-Medicaid Units of Service in box X.

STAIRS Step 5 ICF/IID Large Total Medicaid Units of Service.
Enter total Medicaid units of service for LON 1 in box Y.
Enter total Medicaid units of service for LON 5 in Box Z.
Enter total Medicaid units of service for LON 8 in box AA.
Enter total Medicaid units of service for LON 6 in box AB.
Enter total Medicaid units of Service for LON 9 in box AC.
Enter total Non-Medicaid Units of Service in box AD.

The Total ICF/IID Units of Service prepopulates in Box AE from the sum of Boxes M - AD.

PART 2 - Day Habilitation Services
Day Habilitation Attendants
The Day Habilitation Attendant Salaries & Wages prepopulate in box AF.

The Day Habilitation Attendant Allocated Payroll Taxes & Workers' Compensation prepopulates in box AG from [Box L * (Box AF / Box G)].

Employee Benefits Small
From STAIRS Step 6c Day Hab Attendants Column J enter data in Box AH.

Employee Benefits - Medium
From STAIRS Step 6c Day Hab Attendants Column J enter data in Box AI.

Employee Benefits - Large
From STAIRS Step 6c Day Hab Attendants Column J enter data in Box AJ.

Mileage Reimbursement - Small
From STAIRS Step 6c Day Hab Attendants Column L enter data in Box AK.

Mileage Reimbursement - Medium

From STAIRS Step 6c Day Hab Attendants Column L enter data in Box AL.

Mileage Reimbursement - Large
From STAIRS Step 6c Day Hab Attendants Column L enter data in Box AM.

Day Habilitation Attendant Contract Labor - Small
From STAIRS Step 6c Day Hab Attendants Column E + Column I enter data in Box AN.

Day Habilitation Attendant Contract Labor - Medium
From STAIRS Step 6c Day Hab Attendants Column E + Column I enter data in Box AO.

Day Habilitation Attendant Contract Labor - Large
From STAIRS Step 6c Day Hab Attendants Column E + Column I enter data in Box AP.

Contracted Day Hab - Non-related party
From STAIRS Step 8f, Non-Related Party Day Habilitation contract for participants in Rate Enhancement enter data in Box AQ.

The Total Day Habilitation Attendant Cost prepopulates in Box AR from the sum of Boxes AF - AQ.

PART 3 - DH Participants only
The Total Day Hab Attendant Cost prepopulates from Box AR and the ICF/IID Units of Service prepopulate from Box AE. Box AS prepopulates from the product of Box AR and Box AE.

PART 4 DH Participants only
Enter reporting period Beginning Date in top box.
Enter reporting period Ending Date in bottom box.

PART 5 DH Participants (See Part 4 as to which pages to complete)
There are three reporting periods from Period 1 (02/01/2017 - 08/31/2017), Period 2 (09/01/2017 - 08/31/2018), and Period 3 (09/01/2018 - 12/31/2018).

For Period 1, enter Day Hab Participation level for the designated reporting period in box AT, which will automatically change Day Hab Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON1, LON5, LON8, LON6, and LON9 for Small, Medium, and Large. The total will be calculated and prepopulated in Box AU

For Period 2, enter Day Hab Participation level for the designated reporting period in box AX, which will automatically change Day Hab Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON1, LON5, LON8, LON6, and LON9 for Small, Medium, and Large. The total will be calculated and prepopulated in Box AY.

For Period 3, enter Day Hab Participation level for the designated reporting period in box BA, which will automatically change Day Hab Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON 1, LON 5, LON 8, LON 6, and LON9 for Small, Medium, and Large. The total will be calculated and prepopulated in Box BB.

Estimate Potential Recoupment

PART 6 - DH Participants only
Calculate total Medicaid Day Habilitation Revenue
02/01/2017-08-31-2017 prepopulates from Box AV.
09/01/2017-08/31/2018 prepopulates from Box AZ.
09/01/2018-12/31/2018 prepopulates from Box BBCI.

All three reporting periods are added together to get the Total Medicaid Day Habilitation Revenue and is prepopulated in Box BD.

Calculate total Medicaid Day Habilitation Units of Service
02/01/2017-08/31/2017 prepopulates from Box AU.
09/01/2017-08/31/2018 prepopulates from Box AY.
09/01/2018-12/31/2018 prepopulates from Box BB.

All three reporting periods are added together to get the Total Medicaid Day Habilitation Units of Service

The estimated weighted average Day Habilitation Attendant Rate per unit of service is prepopulated in Box BE as the quotient of Box BC divided by Box BD.

PART 7 - DH Participants only
Column A is the Average Attendant Rate and will prepopulate from Box BE.

Column B is the Required Attendant Spending and will prepopulate as the product of the average attendant rate times 90%.

Column C is the Current Attendant Spending and will prepopulate from Box AS.

Column D is the estimated Recoupment per unit and will be from the result of Column B minus Column C.

PART 8 Residential Participants only
Residential Attendant Salaries and wages entry will prepopulate in Box BF.

The Day Habilitation Attendant Allocated Payroll Taxes & Workers' Compensation prepopulates in box BG from [Box L * (Box BF / Box G)].

Employee Benefits Small
From STAIRS Step 6c Residential Attendants Column J enter data in Box BH.

Employee Benefits - Medium
From STAIRS Step 6c Residential Attendants Column J enter data in Box BI.

Employee Benefits - Large
From STAIRS Step 6c Residential Attendants Column J enter data in Box BJ.

Mileage Reimbursement - Small
From STAIRS Step 6c Residential Attendants Column L enter data in Box BK.

Mileage Reimbursement - Medium
From STAIRS Step 6c Residential Attendants Column L enter data in Box BL.

Mileage Reimbursement - Large
From STAIRS Step 6c Residential Attendants Column L enter data in Box BM.

Residential Attendant Contract Labor - Small
From STAIRS Step 6c Residential Attendants Column E + Column I enter data in Box BN.

Residential Attendant Contract Labor - Medium
From STAIRS Step 6c Residential Attendants Column E + Column I enter data in Box BO.

Residential Attendant Contract Labor - Large
From STAIRS Step 6c Residential Attendants Column E + Column I enter data in Box BP.

The Total Residential Attendant Cost result will prepopulate in Box BQ from the sum of Boxes BF - BP.

PART 9 - Residential (Determine which additional pages to complete).
The Total Residential Attendant Cost prepopulates from Box BQ and the Total Units of Service prepopulate from Box AE. The Residential Attendant Cost per Unit of Service prepopulates in Box BS as the product of Box BR and Box AE. The Residential Total Medicaid Attendant Cost prepopulates in Box BS as the

product of Box BR and the total Medicaid Units of Service [Box AE - (Boxes R + X + AD).

PART 10 Residential Participants Only (Enter you reporting period).
Enter the designated reporting period beginning date in the top box.
Enter the designated reporting period ending date in the bottom box.

PART 11 Residential Participants only
There are three reporting periods from Period 1 (02/01/2017 - 08/31/2017), Period 2 (09/01/2017 - 08/31/2018), and Period 3 (09/01/2018 - 12/31/2018).

For Period 1, enter Residential Participation level for the designated reporting period in box BT, which will automatically change Residential Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON1, LON5, LON8, LON6, and LON9 for Small, Medium, and Large.

The Total Estimated Residential Medicaid Attendant Revenue will be calculated and prepopulated in Box BU.

For Period 2, enter Residential Participation level for the designated reporting period in box BV, which will automatically change Residential Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON1, LON5, LON8, LON6, and LON9 for Small, Medium, and Large.

The Total Estimated Residential Medicaid Attendant Revenue will be calculated and prepopulated in Box BW.

For Period 3, enter Residential Participation level for the designated reporting period in box BX, which will automatically change Residential Attendant Rate according to the Participation Level for this period in column B. In column A, enter the ICF/IID Units of Service for this period for LON1, LON5, LON8, LON6, and LON9 for Small, Medium, and Large.

The Total Estimated Residential Medicaid Attendant Revenue will be calculated and prepopulated in Box BY.

PART 12 Residential Participants Only
Column A (Average Medicaid Attendant Revenue per unit) prepopulates as the quotient of (Boxes BU + BW + BY) divided by (Box AE - (Boxes R + X + AD).

Column B is the Required Attendant Spending and will prepopulate as the product of the Average Medicaid Attendant Revenue per unit times 90%.

Column C is the Current Attendant Spending and will prepopulate from Box BS.

Column D is the estimated Recoupment per unit and will be from the result of Column B minus Column C.

<u>Check all calculations to ensure accuracy</u>